

City of Chattanooga, TN
Personnel Class Specification

Class code 0630

FLSA: Exempt

CLASSIFICATION TITLE: PLANT SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with overseeing operations of the city's wastewater treatment plant, pumping stations, and related facilities involved in transport of raw sewage material into high quality disposable products.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Manages operations and activities of the city's wastewater treatment plant and related facilities involved in transport of highly irregular raw material (raw sewage) into high quality disposable products (plant effluent and biosolids).

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with director, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with other department personnel, consulting engineers, vendors/suppliers, contractors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Coordinates activities of consultants, engineers, and outside contractors on projects related to plant and pump stations; coordinates activities of vendors involving provision of services and testing of new equipment.

Develops, implements, revises, and updates operational policies, procedures and strategies to meet department goals and objectives; field tests procedures and adjusts as needed.

Evaluates the effectiveness of department operations; conducts field inspections of unit processes and identifies potential revisions needed in operational procedures and strategies.

Coordinates, assigns, and assists in conducting various research/development projects for new products and processes for liquids, solids, and pump stations; coordinates development of sampling and laboratory procedures for new process changes.

Coordinates the development of preventive, predictive, corrective, and emergency maintenance plans and procedures; conducts field inspections and periodic reviews of maintenance plans and procedures to determine whether revisions are needed; implements revisions in maintenance procedures.

Oversees maintenance work order policies and procedures; assists in prioritizing and approving work orders; coordinates development of work methods to minimize shutdown of equipment for maintenance.

Oversees purchasing activities; reviews and recommends purchase of parts/materials required for maintenance work; prepares engineering drawings and specifications for equipment and services to be purchased; reviews bids for equipment and services; verifies and authorizes payment for purchases and services.

Manages budget for wastewater treatment plant and pumping stations; determines, forecasts and justifies budgetary requests; reviews budget requirements with director; develops/implements methods to minimize expenditures; conceptualizes and implements cost control programs; forecasts and evaluates the need for reduction/addition of personnel.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Oversees generation of manual and/or computerized reports; analyzes data and identifies trends; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Reviews and analyzes logs, data sheets, and laboratory data recorded by staff members.

Prepares or completes various forms, correspondence, reports, purchase requests, engineering drawings, equipment specifications, budget estimates, performance appraisals, technical papers, and other documents.

Receives various forms, reports, logs, invoices, purchase requests, performance appraisals, laboratory reports, blueprints, drawings, specifications, contracts, manuals, catalogs, policies, procedures, regulations, permits, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, or other software programs.

Develops/implements public relations program; conducts tours and presentations for the public, schools, and civic organizations; makes speeches at conferences; interfaces with the media as needed; participates in local civic clubs and professional organizations.

Responds to complaints about odors and service issues; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in Civil Engineering, Mechanical Engineering, Environmental Engineering or Chemical Engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes consulting engineering work with regulatory experience within a large wastewater treatment facility; or any equivalent combination of education, training, and experience which provides the

requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Professional Engineering License. Must possess and maintain valid Grade IV Wastewater Treatment Plant Operator Certification. Must possess and maintain valid Grade II Wastewater Collection System Operator Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness,

fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.